

CONGRESS TO CAMPUS

The United States Association of Former Members of Congress
in partnership with the
Center for Democracy and Citizenship
and the Stennis Center for Public Service

CONGRESS TO CAMPUS APPLICATION FORM (please print)

Please return this completed form (include attachments as needed)
to: Congressman David Skaggs
Congress to Campus Program/Center for Democracy and Citizenship
1301 K St. NW, Suite 450 W, Washington, DC 20005
Or by fax to: (202) 728-0422
E-mail: dskaggs@excelgov.org

NAME OF INSTITUTION

SPONSORING DEPARTMENT

PRIMARY CONTACT'S INFORMATION (This individual must have authority to act for the host school regarding all arrangements and aspects of this visit.)

NAME

TITLE

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

BACKGROUND ON INSTITUTION (Include founding governance, accreditations, degrees offered, size of student body and characteristics, faculty size and characteristics geographic area served, religious affiliation, and endowment. If information is found on website, please provide the website address.) Also include transportation information, such as the nearest airport, and reasons your school would make a good site.

SUGGESTED CONTRIBUTION

In addition to the on-site expenses for accommodations, meals, and local transportation that the host school is expected to cover, the average Congress to Campus visit costs about \$5,000 for administrative, overhead, and transportation expenses. In order to make the program as widely available as possible, the Program seeks to recover a portion of those costs, based on the host school's ability to pay. Please indicate the financial category application to you institution from the following schedule.

CATEGORY _____

Will you be able to remit the suggested contribution within 30 days of the approval of your application? _____

CATEGORY	EXPENDITURES PER "FULL-TIME" STUDENT*	REQUESTED CONTRIBUTION
A	\$40,000 or more	\$4,000
B	\$30,000 to \$39,999	\$3,000
C	\$20,000 to \$29,999	\$2,000
D	\$10,000 to \$19,999	\$1,000
E	\$9,999 or less	\$ 500

If you require a waiver for all or part of the applicable contribution, or need assistance with on-site costs, please attach an explanation and statement of need signed by an appropriate financial officer of the school indicating the reasons that the contribution is beyond the means of the school.

*The expenditures figures used to calculate the contribution level should be for the most recent academic year and should be readily available from your school's business or finance officer. They are standard data used by the Department of Education's Integrated Postsecondary Education Data System (IPEDS). For public institutions that follow the GASB 34/35 reporting model, use your school's total expenses - the sum of Operating Expenses and Non-Operating Expenses. Public Institutions using the College and University Audit Guide should use the total of current funds expenditures and mandatory transfers. Independent institutions following the Not-for-Profit Audit Guide should use the expenses category. The enrollment figures should come from IPEDS data for the current academic year, converted to a full-time equivalent enrollment based on one full-time student per three part-time students.

ACTIVITIES

Please check those activities you expect to be able to include in the Members' schedules if your application for a visit is approved. Note: Campus tours and other touring in the area are secondary to the academic and community objectives of the Program.

- ☐ Introductory classes in political science or U.S. government
- ☐ Advanced classes in political science or U.S. government including courses in Congress, political theory or foreign affairs
- ☐ Classes in political philosophy
- ☐ ROTC classes
- ☐ One-on-one or "office hours" style meetings with individual students interested in public service or political careers
- ☐ Campus political clubs, e.g. Campus Democrats and Young Republicans
- ☐ Campus extracurricular activities or clubs with some public policy dimension, e.g. an environmental or international relations club
- ☐ Campus speaker series or open campus forum
- ☐ Meeting with student government organization or leadership
- ☐ Meetings with school president, chancellor, dean, or other senior administrator
- ☐ Meeting with career counseling staff regarding public service
- ☐ Faculty departmental colloquium
- ☐ Interview with the campus newspaper(s) and radio station
- ☐ Interview with the local newspaper(s) and editorial board(s)
- ☐ Interview or talk show appearance with local radio station(s) and local TV station(s)
- ☐ Meeting with community service organization(s), e.g. Rotary, Lions, League of Women Voters
- ☐ Community talk or forum, e.g. "town hall" type meeting at public library
- ☐ Class visits or assembly at local high school
- ☐ Major federal government installation or major private sector employee near campus to host session with a significant number of employees
- ☐ Meeting with local government officials, e.g. appearance at City Council or County Board session with state legislators
- ☐ Other specify _____

The schedule should include a variety of activities and not be limited only to classes. Visits typically cover 2-1/2 days, following Members' arrival the previous evening, with events and activities scheduled from 8 or 9 a.m. until (as late as) 9 p.m., including some meal times. Please attach a proposed schedule for your school visit, comprised of 2 full days and a morning, incorporating the elements tentatively checked above. Please indicate, as appropriate, the number of students expected to attend each proposed event or activity. (The Program seeks book quality and quantity in these visits. One goal is to have contact with a minimum of 250 students over the course of the visit.) For each 4 or 5 hours of scheduled time, up to an hour of "down" time may be set aside. If your application is approved you are required to submit a complete schedule for the visit at least one month prior to the visit; this is a critical deadline and cannot be missed. Program staff may request revisions to the schedule if necessary to meet Program standard.

PREFERRED DATES OF VISITS THAT BEST FIT YOUR ACADEMIC CALENDAR

FIRST CHOICE

SECOND CHOICE

WHERE OR HOW DID YOU LEARN ABOUT THE CONGRESS TO CAMPUS PROGRAM?

The host school contact person will be responsible for identifying faculty members who will assist in administering a brief survey instrument to be completed after the Congress to Campus visit by a sample of students in classes visited by Members and by an otherwise comparable sample of students in classes not visited. The purpose of this survey is to determine any difference (change) in attitude about politics, government, and public service in one group compared to the other, and so to indicate the impact of the visit on student attitudes. In addition, the host school contact person will be expected to complete an evaluation of the visit and to report on print and electronic media coverage of the visit, the expenses paid by the school in connection with the program visit, and the student attendance at each event on the schedule.

SIGNATURE OF PROGRAM COORDINATOR

DATE